

Overview

The Purchasing Department exists to acquire quality goods and services for County departments and to maximize the purchasing value of public funds. Charter Resolution No. 50, adopted by the Board of County Commissioners, outlines the policies and procedures to be followed in purchasing goods and services for Sedgwick County. This resolution requires that purchases exceeding \$10,000 be offered to responsible vendors for competitive bids or proposals, with very narrow exceptions. Purchases over \$10,000 are also to be reviewed by the Board of Bids and Contracts. Smaller purchases are not subject to these rules, but should be made only after solicitation of three bids. The Purchasing Department is responsible for facilitating other County departments in procuring the goods and services they need in compliance with these rules. To accomplish this, the department negotiates contracts, maintains relations with vendors, publicizes requests for bids/proposals, and manages travel arrangements for employees traveling on County business. The Purchasing Department employs 8 full-time equivalent positions. Included in the 2002 budget is a 3% general salary increase for all County employees.

Budget Summary

Category	2000 Actual	2001 Budget	2002 Adopted	% Change 01-02
Personnel & Benefits	386,929	428,253	415,532	-3.0%
Contractual Services	79,708	90,836	90,836	0.0%
Commodities	4,653	6,600	6,000	-9.1%
Capital Improvements	-	-	-	
Capital Outlay	3,200	3,000	600	-80.0%
Interfund Transfers	-	-	-	
Total	474,490	528,689	512,968	-3.0%
Grant Revenue	-	-	-	
Fee Revenue	-	-	-	
General County Revenue	474,490	528,689	512,968	-3.0%

2002 Performance Measurement Summary

Performance Measure	2000 Actual	2001 Estimated	2002 Projected
Number of classes attended	20	20	30
Number of County employees trained	50	50	50
Number of cooperative procurements completed	6	8	8
Number of advertising venues	8	8	8
Number of disadvantaged vendors on bidders lists	600	650	675
Number of days to process blanket purchase orders	3.75	3.50	3.25
Percent of purchase orders for less than \$500	52.50%	50.00%	45.00%
Percent of service rating responses as "very good" or "better"	50%	50%	55%

Purchasing

Mission:

To facilitate the procurement of all necessary quality products and services for Sedgwick County by following all applicable rules and laws governing governmental procurement in order to protect the monetary assets through prudent expenditures of taxpayers' monies.

Goals:

- ☞ Create procurement process that exhibits professionalism and enhances learning opportunities and improved working relationships for internal and external customers.
- ☞ Ensure the procurement process is open, fair, and provides opportunities for all interested vendors to participate.
- ☞ Assure that quality and correct products and/or services are provided in a timely manner for the best possible price.

**Sedgwick County
Board of Commissioners**

2002 Priorities:

- ☞ Youth Services
- ☞ Process Improvement & Collaboration
- ☞ Demographics
- ☞ Economic Development
- ☞ Quality of Life

Purchasing Staffing Detail

Code	Classification	Range	2001 FTE	2002 FTE	2002 Budget
KEH	Purchasing Director	29	1.00	1.00	68,533
KEI	Senior Purchasing Agent	25	3.00	3.00	145,805
KUF	Purchasing Agent	22	1.00	1.00	37,616
KBH	Administrative Specialist	19	1.00	1.00	40,489
KDV	Purchasing Technician	18	2.00	2.00	59,306
Direct Employee Totals			8.00	8.00	351,749
Longevity					3,300
Overtime					500
Part-time/Temporary					-
Benefits					77,735
Budgeted Savings					(17,752)
Total County-Funded Personnel Cost					415,532
Non-County Funded Personnel Cost					-

Purchasing

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